

These instructions are for NON-USGS registrants!  
USGS registration fees are collect via sub-voucher  
using an account number provided by you during  
registration! USGS participants only pay their  
hospitality fees and field trips fee via  
personal credit card!

If you would like pay using one credit card for Registration and Training Fees and another credit card for Hospitality/Field Trips fees, please follow these instructions:

1. Register for the conference and any other activities to be billed to your first credit card.
2. Finalize your registration through the *Checkout* page.
3. On the *Confirmation* page choose "Change Your Registration" on the right side of the page under **Actions**.

To add Field Trip or Training activities

4. Edit the *Field Trip & Training* page as required and click "**Continue**" at the bottom of the page.

To add Hospitality Fees

5. Just click "**Finalize**" at the bottom of the page. This will take you to the *Hospitality Fee* page, chose appropriate fees and quantities and click "**Continue**" at the bottom of the page.
6. This will take you to the *Checkout* page. You should only have totals for any new items and pay with a different credit card.